

HOW TO REGISTER FOR CLASSES ONLINE FROM MATRIX™

1. Log into ITSO Matrix™
2. Select Links

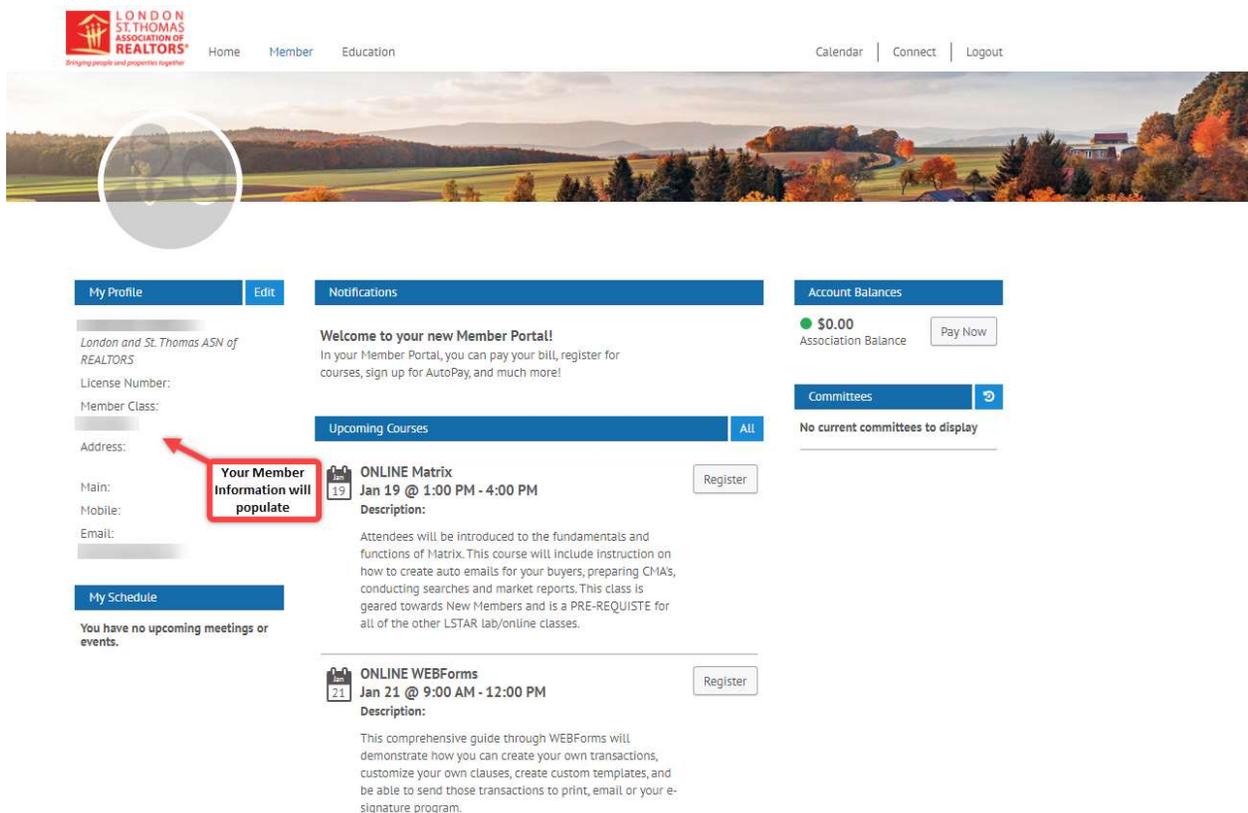


3. Scroll down and select **Member Portal – Profile, Account/Payment, Education Registration**



Main Portal Page will open:

1. You will see your profile



2. To register for a class, click on the Education tab at the top of your banner

The screenshot shows the top navigation bar of the LSTARS member portal. The 'Education' tab is highlighted with a red box and a red arrow pointing to it. A callout box labeled 'Select Education Tab' is positioned over the 'Education' tab. Below the navigation bar, the main content area is divided into three columns: 'My Profile', 'Notifications', and 'Account Balances'. The 'My Profile' section shows the user's name, license number, and contact information. The 'Notifications' section displays a welcome message and a list of upcoming courses. The 'Account Balances' section shows a \$0.00 association balance with a 'Pay Now' button. The 'Upcoming Courses' section lists two courses: 'ONLINE Matrix' on Jan 19 and 'ONLINE WEBForms' on Jan 21, each with a 'Register' button.

3. Select Upcoming Courses

The screenshot shows the 'Education' dropdown menu open, with 'Upcoming Courses' selected. A red box and arrow point to the 'Upcoming Courses' option. Below the navigation bar, the main content area is divided into three columns: 'My Profile', 'Notifications', and 'Account Balances'. The 'My Profile' section shows the user's name, license number, and contact information. The 'Notifications' section displays a welcome message and a list of upcoming courses. The 'Account Balances' section shows a \$0.00 association balance with a 'Pay Now' button. The 'Upcoming Courses' section lists two courses: 'ONLINE Matrix' on Jan 19 and 'ONLINE WEBForms' on Jan 21, each with a 'Register' button.

4. All available classes will now appear and you can select which class you want to register for

LONDON ST. THOMAS ASSOCIATION OF REALTORS
Home Member Education Calendar Connect Logout

Upcoming Courses

From: 01/15/2021 To: 03/16/2021 Agenda View 0 Items in cart Search Courses

15 Items found

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Course Types:

- Select All
- Broker Meetings Courses
- LSTAR Committee Training Courses
- Education Courses
- Electronic Signatures Courses
- GeoWarehouse Training Courses
- GeoWarehouse/MPAC Training Courses
- Listing Load Courses
- Realtor Resources Courses
- Webforms Courses
- Matrix Courses
- MLS Rules Regulations Respect Courses
- REALTOR® Safety Courses

ONLINE Matrix
January 19 @ 1:00 PM-4:00 PM
Description: Attendees will be introduced to the fundamentals and functions of Matrix. This course will include instruction on how to create auto emails for your buyers, preparing CMAs, conducting searches and market reports. This class is geared towards New Members and is a PRE-REQUISITE for all of the other LSTAR lab/online classes.
Category: Matrix

ONLINE WEBForms
January 21 @ 9:00 AM-12:00PM
Description: This comprehensive guide through WEBForms will demonstrate how you can create your own transactions, customize your own clauses, create custom templates, and be able to send those transactions to print, email or your e-signature program.
Category: Webforms

ONLINE MLS Rules, Regulations and Respect
January 27 @ 1:00 PM-4:00 PM
Description: What you need to know in the day-to-day business of the buying and selling of Real Estate! This course is both for new and long term members and will focus on some new provisions to the LSTAR MLS® Rules and Regulations in response to some of the major changes made within our industry, particularly in the areas of: Buyer brokerage Methods of doing business (including sales teams, non-licensed assistants) Technology and access to information The course will also review some vitally important areas such as: Listing procedures Selling procedures Trading regulations Submission of offers Reporting of sales Privacy compliance requirements Plus ... a little reminder to treat each other with respect. 3 C's of Real Estate Manners: Communicate, Common Sense and Courtesy.
Category: MLS Rules Regulations Respect

ONLINE Agent Listing Load/ShowingTime
January 28 @ 9:00 AM-12:00PM
Description: Create a new residential listing data entry form, and upload it to the MLS, including photos and document associated with the listing, demonstrating the importance and benefits of uploading to the MLS yourself and the benefits of the immediate response it receives. During ShowingTime, find out how to use

5. A new window will now appear with the class information. Click on Register

Item Code: WFRA012121

Details

Web Description
This comprehensive guide through WEBForms will demonstrate how you can create your own transactions, customize your own clauses, create custom templates, and be able to send those transactions to print, email or your e-signature program.

Cost 35.00
Course Date 2021-01-21
Time 9:00 AM-12:00PM
Last day for discount 2021-01-21
Available 8 out of 15

Description
ONLINE WEBForms

Location London St Thomas Assn REALTORS®
Room Computer Lab
Address 342 Commissioners Rd W London, ON N6J 1Y3
Delivery Method ONLINE

Register

Click to register

Close

- To register for the courses in your cart, click "Checkout." To remove a course, check the box under Remove and click "Update Cart." To search for more courses, click "Continue Shopping"

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Bringing people and properties together

Home Member Education Calendar Connect Logout

Upcoming Courses

To register for the courses in your cart, click "Checkout."
To remove a course, check the box under Remove and click "Update Cart."
To search for more courses, click "Continue Shopping"

Description	Start Date	Start Time	End Time	Total	Remove
ONLINE WEBForms	01/21/21	9:00AM	12:00PM	35.00	<input type="checkbox"/>
Total:				35.00	

- Classes that have a fee associated with them, you will have the option to select your payment method (Credit Card, Card on File or Charge to Account). Hit "Next" when completed

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My Courses Checkout

Select Courses Payment Info Review Complete

Select your payment method

1 Select your payment method and enter all required information

Credit Card
Credit Card
Card On File
Charge to account

First Name *
Last Name *

Street Address *

City *

Province *
AB

Postal Code *

Card Number * (no spaces or hyphens)

Security Code * Expiration Month * Expiration Year *

01/January 2021

Type *

Personal Corporate

Email (confirmation and receipts will be emailed to you)

2 Hit "Next" to continue

Next Cancel

8. Classes that are complimentary “value added” payment is not required

My Courses Checkout

Select Courses Payment Info Review Complete

Your cart total is zero, no payment is necessary.

Email (confirmation and receipt will be emailed to you)

Next Cancel

Your email will populate here

9. Review all information and hit “Register”

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Home Member Education Calendar Connect Logout

My Courses Checkout

Select Courses Payment Info Review Complete

Description	Start Date	Start Time	End Time	Total
ONLINE WEBForms	01/21/21	9:00AM	12:00PM	35.00
HST Tax:				4.55
Total:				39.55

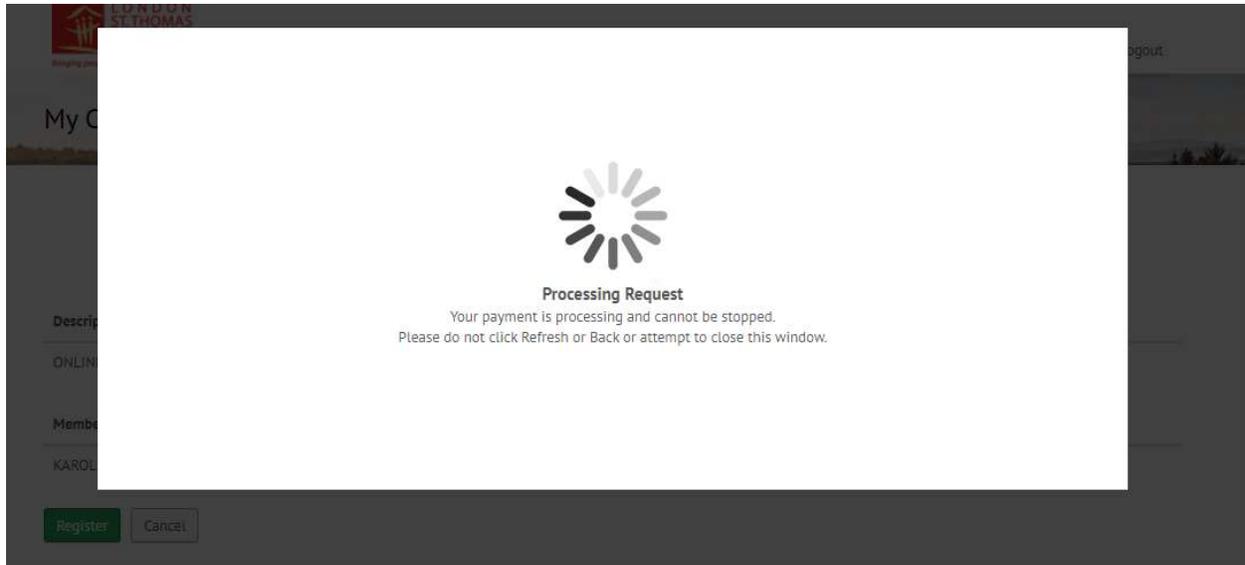
Member Email Info

Register Cancel

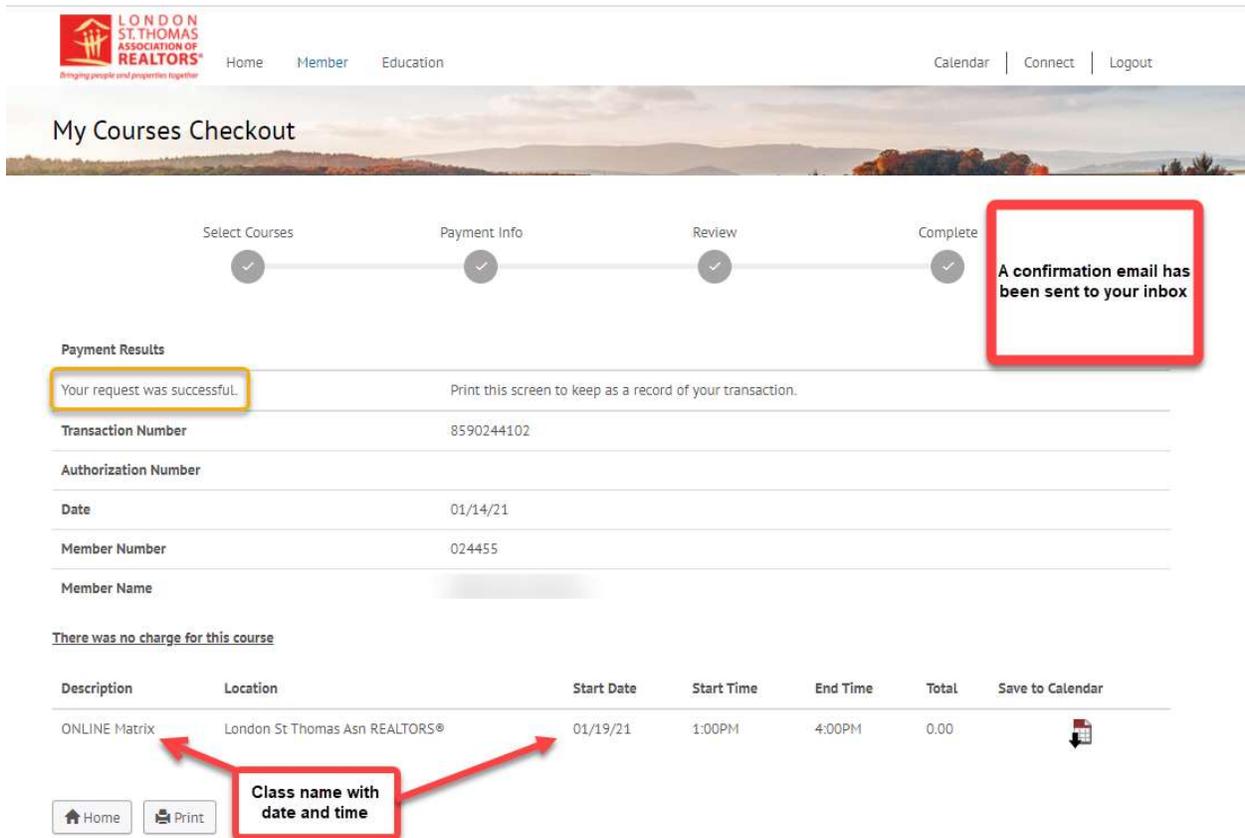
Click to Register

Your information will populate here

10. Process Request Window will open. Be patient, it can take a few moments



11. My Course Checkout confirmation screen will appear. You will receive an automatic email sent to your inbox with the class information



12. You will see the classes you registered for now appear under “My Schedule”

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Home | Member | Education | Calendar | Connect | Logout

My Profile | Edit

London and St. Thomas ASN of REALTORS
License Number:
Member Class:
Address:
Main:
Mobile:
Email:

Notifications

Welcome to your new Member Portal!
In your Member Portal, you can pay your bill, register for courses, sign up for AutoPay, and much more!

Account Balances

\$0.00 Association Balance [Pay Now](#)

My Schedule

ONLINE Matrix
01/19/21 @ 1:00 PM-4:00 PM

Upcoming Courses | All

ONLINE Matrix
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Committees | [Refresh](#)

No current committees to display

You will see all of your upcoming classes here